

Veterinary Medical Board

2005 Evergreen Street, Suite 2250 ■ Sacramento, CA 95815-3831 ■ www.vmb.ca.gov
916-263-2610 ■ 916-263-2621 (Fax)



Reciprocity and Intern/Resident Temporary License Application Instructions

The Veterinary Medical Board issues two types of temporary licenses:

- Reciprocity
- Intern/Resident

Both temporary licenses are valid for up to one year. The following overview applies to both license types.

Temporary Licensure Process

To apply for either license type, the applicant must submit the application, appropriate fees and the required documentation that is identified on pages 2 and 3 of these instructions. Once all documentation is received and the application is complete the review process begins. **The review process can take up to 60 days.** If there are items missing, a status letter is sent identifying the information.

- Reciprocity. Once the application is approved, the Veterinary Law Examination (VLE) is mailed out. Once the completed VLE is received back by the Board and the examination was passed, the temporary license application and supervisor agreements are mailed to the applicant.
- For Intern/Resident. Once the application is approved, the temporary license application and supervisor agreements are mailed to the applicant.

Applicants for either license type are required to complete the temporary license application, complete the supervisor agreements and have his/her supervisor complete and sign the supervisor agreements. The applicant must then submit this completed information back to the Board with the temporary license fee of \$125.00. Once the application, agreements, and fee are received by the Board, **the temporary license number will be issued within approximately 30 days.** Candidates can verify that the license number was issued by checking the Board's website at www.vmb.ca.gov and clicking on "Check Veterinary License." Once the number is issued, the actual licenses are mailed out within four (4) to six (6) weeks.

Converting to a Permanent License

- Reciprocity. Reciprocity licensees must complete a course on regionally specific diseases and conditions to obtain a permanent license. This course is offered twice per year. Information on the providers of this course is sent with the temporary licensure paperwork. This course must be taken during the one year of temporary licensure in order for it to qualify towards your permanent license.
- Intern/Residency. Intern/Resident licensees must take and pass the California State Board to obtain a permanent license. Please refer to the California State Board examination application instructions for further information.

Fingerprint Clearances

Fingerprint clearances are not required prior to obtaining temporary licensure. However, clearances from both the California Department of Justice and Federal Bureau of Investigation are required prior to obtaining permanent licensure. (See SECTION C)

Application forms and fees for temporary licenses are accepted on a continuous filing basis and must be submitted to the VMB office, 2005 Evergreen Street, Suite 2250, Sacramento, CA 95815-3831.

The practice of veterinary medicine is not permitted until the license number has been issued.

INTERN/RESIDENT TEMPORARY LICENSE APPLICATION REQUIREMENTS

The internship/residency license is a temporary license valid for up to one year and is available to veterinary graduates who hold an active license in another state and who have been accepted into an internship/residency program approved by the California Veterinary Medical Association (CVMA). For information on approved internship/residency programs, please contact CVMA at 916-649-0599. To obtain a permanent license, the candidate must apply for and pass the California State Board examination (CSB). To request information and application materials for the CSB examination, please visit the Board's website at www.vmb.ca.gov.

To apply for an Intern/Residency temporary license, submit the following documentation:

- Completed application form
 - Fee of \$100.00
 - A current certification from the California Veterinary Medical Association that the internship or residency program in which the applicant is enrolled has been approved as a qualifying internship or residency.
 - A letter from the manager of the internship or residency program that identifies the program and acknowledges that the applicant has been accepted into the program.
 - Proof of graduation
 - (1) AVMA Accredited School Candidates-
 - Photo copy of diploma; or
 - Official transcript showing degree conferred
 - (2) Non-AVMA Accredited School Candidates-
 - Official certified college diploma *and* transcripts; or
 - Notarized copies of diploma and transcripts
(original **certified** translation by a *licensed translator* is required if not issued in English)
- AND**
- A copy of the ECFVG or PAVE certificate
- Affidavit form, if applicable (See SECTION A)
- Candidates must provide verification of a current, *active* license in good standing. Original letters must be issued from each state's board office or obtained through Veterinary Information Verifying Agency (Refer to VIVA Information SECTION B). **In some states this information can take up to eight weeks to process by the state of licensure.**
- If passing results are available for the NAVLE, scores should be transferred by VIVA. These are not required for the temporary license, but must be submitted if applying for the California State Board examination for permanent licensure (See SECTION B).

Once all the documentation is received, the application is reviewed. **The review process can take up to 60 days.** If there are items missing, a status letter is sent identifying the information.

RECIPROCITY TEMPORARY LICENSE APPLICATION REQUIREMENTS

The reciprocity license is a temporary license valid for up to one year. Applicants must have (1) four years full-time clinical practice within the previous five years, (2) passed the national examinations required by California at the time of original licensure and (3) have no disciplinary action against their license in other jurisdictions. The temporary license is issued under the supervision of a California licensed veterinarian. The temporary license can be converted to a permanent license upon completion of a course on regionally specific diseases and conditions. This course is offered in California twice per year.

To apply for a reciprocity temporary license, submit the following documentation:

- Completed application form
- Fees of \$150.00 (\$100.00 application fee, \$50.00 VLE fee)
- Proof of graduation
 - (1) AVMA Accredited School Candidates-
 - Photo copy of diploma; or
 - Official transcript showing degree conferred
 - (2) Non-AVMA Accredited School Candidates-
 - Official certified college diploma and transcripts; or
 - Notarized copies of diploma and transcripts
(original **certified** translation by a *licensed translator* is required if not issued in English)
- **AND**
 - A copy of the ECFVG or PAVE certificate
- Affidavit form, if applicable (See SECTION A)
- Candidates must provide proof of passing the national licensing veterinary science examination(s) required in California at the time of their original licensure. (NBE, CCT, or NAVLE scores must be transferred through VIVA). See SECTION B
- Letters of good standing (LGS) from each state the applicant has ever held a license. The LGS is part of the general requirements, but is especially important for reciprocity candidates because they verify that the candidate holds a current, valid license and establish that there has never been any disciplinary action taken against the candidate's license. Failure to submit these letters results in disqualification. Original letters must be issued from each state's board office or obtained through Veterinary Information Verifying Agency (Refer to VIVA information). Other state boards may take up to eight weeks to process your request.
- Verification of four years full time practice can be accomplished by submitting letters from two fellow practitioners verifying that the candidate has been lawfully ***engaged in the full time practice of veterinary medicine in one or more states, U.S. territories, or Canadian provinces for at least four years within the five years immediately preceding their application***. These letters should be typed on **official** letterhead. They should contain **specific** beginning and ending dates for the candidate's practice and detailed summary of his/her clinical practice activities. Letters should reveal the candidate's qualifications and competency to practice in California, and should be prepared by a veterinarian supervisor or colleague who has first-hand knowledge of your years of practice.

Once all the documentation is received, the application is reviewed. **The review process can take up to 60 days.** If there are items missing, a status letter is sent identifying the information.

INSTRUCTIONS for COMPLETING APPLICATION

Please complete the application by following the instruction numbers, which correspond to numbered sections on the "Veterinary Application" form.

1. APPLICATION TYPE/FEES

Candidates must mark the appropriate box(es) indicating selection(s) for which they are applying. In addition, candidates must remit the required fees at time of application. Fees may be included in one check or money order payable to the Veterinary Medical Board (VMB).

2. Social Security Number

Disclosure of a social security number is mandatory and must be provided prior to "licensure." This number must be a **United States** social security number. Social Security numbers from other countries will **not** be accepted.

3. Name/Birthdate/Address

Candidates must include their full legal name and provide their date of birth, which is used for identification and to determine license renewal dates.

Candidates must indicate their current mailing address. This address is used for all correspondence relating to the examination. Address change requests **must** be made in **writing** and refer to "exam candidate address change."

Candidates must indicate a permanent residence address. This address is used for correspondence if mail is returned from the current mailing address on the application.

4. Veterinary College or University

Candidates must indicate the college or university from which they received their veterinary degree, the course or major taken, date of graduation, and degree received.

5. Physical Description

Candidates must provide their physical description including their color of hair and eyes, weight, and height. Candidates must sign in the designated area certifying the information provided is true and correct. *Failure to sign will delay application approval.* Candidates must attach a current photo to the application.

Photo may be either black-and-white or color. The image must be clear and readily discernable. Photos must be frontal face shots (profile or full-body images **are not acceptable**). *(Images that are clear enough for use on a driver's license or passport are acceptable.)* Photos must be cut to fit the application photo box

6. Licensure in Other States/Provinces

Candidates must list each state in which they are licensed or have been licensed, whether or not the license is current.

7. Disclosure of Disciplinary Action

Candidates must disclose and explain whether or not there has been any disciplinary action taken against their license to practice veterinary medicine (revoked, suspended, restricted or denied in any state, territory or province, placed on probation, or entered into a voluntary surrender).

8. Conviction of Misdemeanor or Felony

Candidates must disclose any offense (other than minor traffic violations) or pled nolo contendere to any violation of any law of any state, the United States, or a foreign country. A separate letter explaining the details of the offense is required in addition to certified copies of arrest and court documents. These documents will be reviewed by the Board prior to establishing eligibility for licensure.

9. Previous Application(s) for Licensure in California

Candidates must list approximate dates of previous application(s) of any veterinary examination or licensure in California.

10. Reciprocity Applicants

Candidates for reciprocity must answer yes or no that they have been practicing full time for at least four years out of the five years immediately preceding application.

11. Certification Signature

A signature certifying under penalty of perjury under the laws of the State of California that the information provided in the application is true and correct is required for application processing. **Failure to include certification signature will delay application approval.**

A. Affidavit

The affidavit form is required for candidates who have previously applied for an examination in California, verifying that the candidate has not practiced veterinary medicine in California since his/her last application.

B. VIVA Score Transfers / License Verifications

Candidates who registered and passed the NBE, CCT or NAVLE outside of California must have passing scores transferred by the Veterinary Information Verifying Agency (VIVA). California will **not** accept evidence of NBE, CCT, or NAVLE scores from any other source. Candidates should request the "VIVA Application" or license "Credentials Verification" forms from VIVA, 4106 Central, Kansas City, MO 64111, or by calling (877) 698-VIVA, or online at <http://www.aavsb.org>.

C. Request For Live Scan (Form BCII 8016)

All candidates for permanent licensure must be fingerprinted by LIVE SCAN, which can only be completed at a California Live Scan location. Although Live Scan is not required for approval to obtain a temporary license, the results of your Live Scan must be received by the Veterinary Medical Board prior to approval for permanent licensure. Refer to the enclosed "Fingerprinting Requirements" form. For LIVE SCAN service locations and fee information please visit: <http://caag.state.ca.us/app/livescan.htm>.

D. Application & Examination Fees

The application fee for the cost of reviewing an application will not be refunded. An examination fee will only be refunded when a candidate is not eligible for examination. According to California Code of Regulations Section 2011(a), "An applicant shall **not be refunded** any fee for failure to appear for an examination at its designated time and place."

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SUPERVISOR INFORMATION

RECIPROCITY AND INTERNSHIP/RESIDENCY TEMPORARY LICENSE

SUPERVISOR RESPONSIBILITIES

California veterinarians acting as supervisors for temporary licensees are responsible for ensuring that the extent, kind, and quality of veterinary services performed by the temporary licensee is consistent with that which is provided by California veterinarians in good standing, under similar circumstances and conditions. The supervising veterinarian is also responsible for reviewing client/patient records, monitoring and evaluating diagnosis, and treatment decisions of the temporary licensee; monitoring and evaluating the ability of the temporary licensee to provide the services where he or she will be practicing and to the particular clientele being served. The supervisor will ensure that the temporary licensee is in compliance with the laws and regulations governing the practice of veterinary medicine.

GENERAL SUPERVISOR REQUIREMENTS

- The supervisor shall possess and Maintain a current license in good standing and shall notify immediately the temporary licensee of any disciplinary action, including, but not limited to, revocation or suspension, even if stayed, probation terms, inactive license status, or lapse in licensure, that affects his or her ability or right to supervise.
- The supervisor shall keep Informed of developments in the practice of veterinary medicine and in California law governing the practice of veterinary medicine and shall comply with the laws and regulations governing the supervision of a temporary licensee.
- Upon written request of the Board, the supervisor shall provide to the Board any documentation, which verifies the supervisor's compliance with the requirements set forth in this section.

A supervisor who fails to comply with the laws and regulations relating to the supervision of a temporary licensee shall be subject to disciplinary action by the Board.

RECIPROCITY SUPERVISOR REQUIREMENTS

- Supervision shall include at least one face-to-face observation and review by the supervisor of the temporary licensee's veterinary services per week, which shall be documented and maintained by the supervisor.
 - Supervision shall include the establishment of a protocol where the supervisor or another designated California licensed veterinarian in good standing is available to the temporary licensee in the event of an emergency or a need arises for a consultation.
 - The supervisor shall notify the board, in writing, within 10 days of the termination of your supervisory relationship with the temporary licensee.
 - If the supervisory relationship between the supervisor and the temporary licensee has been terminated, the temporary licensee shall not perform any veterinary services for which a license is required until he or she has submitted to the Board, in writing, the name and license number of another veterinarian who is to be the temporary licensee's supervisor which is accompanied by a signed acknowledgment from the new supervisor that he or she has read and agrees to comply with the provisions of the Board's laws relating to the supervision of temporary licensees.
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- If a supervisor will be unavailable to supervise the temporary licensee for seven (7) or more consecutive days, the supervisor shall make arrangements for a California licensed veterinarian in good standing to supervise the temporary licensee in the supervisor's absence. The temporary supervisor shall comply with the provisions of section 2021.9.
- A supervisor who is unavailable to supervise the temporary licensee for four (4) or more consecutive weeks shall be deemed to have terminated the supervisory relationship.

INTERN/RESIDENCY SUPERVISOR REQUIREMENTS

- Supervision shall include daily face-to-face observation and review by the supervisor or another designated board-certified specialist of the intern's veterinary medical services, which shall be documented and maintained by the supervisor.
 - When the supervising board-certified specialist is not physically on site where the intern is performing veterinary medical services, the supervisor shall be available by telephone for consultation with the intern or has designated another board-certified specialist to be available at the site or by telephone for consultation with the intern.
 - The Board-certified veterinary supervisor shall possess and maintain a current, valid California license in good standing and a valid certification from the American Veterinary Medical Association in one of the following specialties: anesthesiology, dentistry, dermatology, emergency and critical care, internal medicine (all specialties), ophthalmology, radiology, surgery and theriogenology.
 - The supervisor of a temporary license intern shall notify the board, in writing, within ten (10) days of any termination of the intern's participation in the internship or residency program.
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Veterinary Medical Board

FINGERPRINTING REQUIREMENTS

All candidates for licensure or registration must be fingerprinted by Live Scan, which can only be completed at a California Live Scan location. Although the Live Scan is not required for approval to take an examination or obtain intern/resident or reciprocity temporary license, the results from Live Scan must be received by the Veterinary Medical Board (VMB) prior to approval for regular licensure/registration.

You must obtain a "Request for Live Scan Service" form from the VMB or from the VMB website. For information on Live Scan fingerprinting locations and fees, please visit the Attorney General's Office website at: <http://caag.state.ca.us/app/livescan.htm>.

Fees required at the Live Scan site include a \$56 Live Scan submission fee in addition to the Live Scan service fee (rolling fee).

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Sample Only:

Guidelines for completing "Request for LIVE SCAN Service" form

Complete the information on the LIVE SCAN form (not required below) in the following numbered sections:

- (1) Complete this entire section.
- Name of Applicant:** Enter applicant's full name.
- AKA's:** Names (if any) the applicant has used.
- DOB:** Date of Birth **Sex:** Gender (MALE OR FEMALE) **CDL:** California Driver's License Number
- HT:** Height **WT:** Weight **Misc. No.** Enter other identifying numbers (e.g. Other State Driver's License Number)
- EYE Color:** Eye Color **HAIR Color:** Hair Color **Home Address:** N/A
- POB:** Place of Birth
- SOC:** Social Security Number

- (2) Complete this section **ONLY** if your prints were rejected.
- Your number: NA
- If resubmission, list Original ATI No: **This number is located in section (3) of the Live Scan form**

- (3) This section to be completed by the LIVE SCAN operator.
- Live Scan Transaction Completed By: _____ Date: _____
- Name of Operator

Transmitting Agency

ATI No.

Agency Telephone No. (Optional)

When using a non-3 part form, request a copy of the **completed** Request for Live Scan form from the Live Scan Operator. A copy of the completed form must be submitted to the Veterinary Medical Board with your application.

You may click on the link below for the Request for Live Scan form or by calling the VMB office at (916) 263-2610.

Questions about Live Scan should be directed to the VMB office at (916) 263-2610.

CLICK HERE FOR THE REQUEST FOR LIVESCAN SERVICE FORM
(LINK TO: <http://www.vmb.ca.gov/exam/livescan.pdf>)